

## CHAPTER 13

# NAVAL RESERVE PROGRAM, REENLISTMENT INCENTIVE PROGRAMS, AND SEPARATIONS

This chapter contains a discussion about the Naval Reserve Program, the Training and Administration of Reserves (TAR) program, reenlistment incentives, and pre-separation counseling. Also, some of the procedures concerning the separation of Reserve and the Retired List are discussed. Additionally, veterans benefits and survivor benefits are discussed. As a PN, you will be able to discuss these programs and benefits with servicemembers. You will also be able to locate additional information for counseling personnel.

### NAVAL RESERVE PROGRAM

Let's first discuss the Naval Reserve Program. The Naval Reserve is a reservoir of trained personnel. Reserve personnel may be mobilized to augment active Naval forces in the event of war, national emergency, or other times, as national security requires.

The Naval Reserve is an integral part of the Navy's operating force. Personnel separating honorably from the Navy at their Expiration of Active Obligated Service (EAOS) must be made aware of the benefits that may be derived as the result of association with the Naval Reserve program. Also, along with those reservists serving on active duty, all separating personnel must be made aware of the vital role they play in the "ONE NAVY."

Personnel being separated from active duty are required to attend a Naval Reserve Career Information Presentation within 120 days of their projected release date. The Atlantic Fleet (LANTFCT) and Pacific Fleet (PACFLT) Career Information teams (CARIT) are responsible for the coordination and presentation of Naval Reserve information through formal presentations throughout the east and west coasts. Refer to the *Naval Reserve Pre-Separation Counseling of Active Duty Personnel*, OPNAVINST 1900.1, for additional information.

### ORGANIZATION OF THE NAVAL RESERVE

The Naval Reserve is structured into the same mission program of the Regular Navy. The Naval

Reserve is under the command of the Commander, Naval Reserve Force, with headquarters in New Orleans, Louisiana. The following personnel assist in the administration and training of Naval Reservists (**NOTE:** The numbers shown here may change with the downsizing of the Naval Reserve):

- Commander, Naval Surface Reserve Force
- Commander, Naval Air Reserve Force
- Sixteen Naval Reserve Readiness Commands
- Six Naval Reserve Air Wings
- Fifteen Naval Air Stations/Facilities/Reserve Commands
- Over 40 afloat units under cognizance of the Commander in Chief, United States Pacific Fleet (CINCPACFLT) and the Commander in Chief, United States Atlantic Fleet (CINCLANTFLT)
- The Reserve Naval Construction Force located throughout the United States and overseas

### MILITARY SERVICE OBLIGATION

Beginning on 1 June 1984, all persons entering the military service incurred an 8-year obligation. The total military obligation can be accomplished through various combinations in length of active and inactive service. Any part of such service that is not active duty, or annual training, is performed in a reserve component. Upon release from active duty, each Navy member receives a letter from the Commanding Officer, Naval Reserve Personnel Center that then directs the member to the Naval Reserve activity nearest their home for an interview. Each reservist is counseled as to his/her particular obligation and the opportunities available to fulfill that obligation. Upon completion of that obligation, and upon request by the member, the member may be transferred to the Standby Reserve and subsequently discharged from the Naval service. Naval Reservists assigned to reserve units obligate themselves as follows:



- Attend at least 90 percent of regularly scheduled drills
- Perform annual training which is 12 to 14 days each year
- Meet annual physical qualifications

Additional information and requirements are contained in the *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39.

## **BENEFITS**

Some benefits the member earns by being a Naval Reservist include pay, bonuses, uniforms, and advancement.

### **Pay**

Reservists assigned to a drill pay billet receive 1 day's basic pay for each drill satisfactorily performed. The minimum period for a drill for pay purposes is 4 continuous hours. Reservists perform two drill periods a day totaling four drill periods during a drill weekend. Some programs, such as Naval Reserve Force ships, special boat units, and aviation squadrons offer opportunities to perform additional paid drills. Full pay and allowances, except VHA, are earned during annual training (AT) performed in a pay status. Members under duty in a flying status involving operational or training flights (DIFOT) orders may also earn aviation career incentive pay during both drill and AT periods. Also, other hazardous duty pay, such as diving and demolition, may be earned during AT. Information on types of drills are contained in the *Administrative Procedures for Naval Reservists on Inactive Duty* BUPERSINST 1001.39.

### **Computation of Drill Pay**

Drill pay is computed on the basis of the member's paygrade and length of service. The monthly basic pay, as applicable, is divided by 30 to provide the daily pay a member receives for each drill completed. The training category of the member determines the number of authorized drills for which a member may be paid during the fiscal year.

### **Computation of Annual Training Pay**

AT pay is computed on the basis of the member's paygrade and length of service. The basic pay, BAQ, COMRATS/BAS, as applicable, are divided by 30 to

provide the daily pay a member receives for each day of AT performed.

### **Affiliation Bonus**

Individuals in certain ratings in the Selected Reserve who have completed their term of obligated service and have no remaining mandatory drilling obligation at the time of affiliation are eligible for an affiliation bonus. Affiliation bonuses provide incentive for personnel who have been released from active duty, with some military service obligation remaining, to affiliate with the Selected Reserve for the remainder of their military service obligation.

Additional information concerning the affiliation bonus is contained in the *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39.

### **Reenlistment Bonus**

Certain ratings within the Selected Reserve are eligible for reenlistment incentives while assigned to a Reserve Unit. Reenlistment incentives may be offered in ratings where critical shortages exist in the Selected Reserve.

Additional information concerning the reenlistment incentive programs available are contained in the *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39.

### **Uniforms**

The initial clothing issue of enlisted personnel, who are below the E-7 paygrade, must be retained throughout the member's period of obligated service. Those who reenlist and affiliate with a Reserve unit more than 90 days after discharge are entitled to a new issue of clothing, if the prior issue is no longer serviceable. Additionally, unserviceable clothing items may be exchanged for new on a one-for-one basis while assigned to a Naval Reserve unit.

Officers and chief petty officers are eligible to receive a periodic uniform maintenance allowance.

### **Advancement**

When regular Navy personnel with remaining obligated service are transferred to the Naval Reserve to complete their obligation, they retain their rate by timely affiliation with a drilling unit of a Reserve component. Other Reserve personnel, upon release



from active duty, also retain their rate as do Regular Navy personnel. Timely affiliation is considered affiliation within 90 days after release from active duty.

Continued advancement is the same as for active duty personnel with examinations for E-4 through E-6 being given in February and August. Selection Boards for E-7, E-8, and E-9 selection board eligible candidates convene, as for active duty members, except that they convene during different months. The *Advancement Manual* shows the months that Selection Boards meet to select eligible candidates.

Always refer to the *Advancement Manual*, BUPERSINST 1430.16, for additional information concerning advancement of Reserve personnel.

For information concerning additional benefits which are available to Naval Reserve Personnel, refer to chapter 12 of the *Retention Team Manual*, NAVPERS 15878.

## **RETIREMENT**

This section contains a discussion about retirement eligibility, qualifying service for retirement, defines anniversary year, and discusses how Naval Reservists can earn retirement points.

### **Retirement Eligibility**

Members of the Naval Reserve may qualify for retirement pay by completing 20 years of qualifying service. The last 8 years of qualifying service must be accomplished in a Reserve component. Upon application, qualified reservists are eligible to begin receiving retirement pay and other benefits on reaching age 60.

### **Qualifying Service**

According to current directives, a Naval Reservist must earn a minimum of 50 retirements points in an anniversary year to be credited with 1 year of qualifying service for retirement purposes.

### **Anniversary Year**

An anniversary year is defined as the date of entry into the Naval Reserve to a date 365 days in the future, provided there is no break in service of over 24 hours. After a break of more than 24 hours, the reentry date into Naval Reserve starts a new anniversary year.

## **Retirement Points Earned**

One point is awarded for each day of active duty or AT/ADT including constructive travel time served. One point is awarded for each authorized drill attended that can be either on a pay or non-pay status. Also, varying point credits can be awarded for completion of approved correspondence courses. Additionally, a maximum of 15 gratuitous points can be credited for completion of membership in an active status reserve component during an anniversary year except for Standby Reserve.

The Commanding Officer, Naval Reserve Personnel Center, issues retirement point statements to reservists annually. Each reservist should receive his or her statement approximately 5 months after each anniversary date.

**NOTE:** No more than 60 inactive points per anniversary year can be credited for retirement pay computation purposes.

The 60 inactive points are combined with all active points earned per anniversary year to be used in retirement pay computations.

## **TRAINING AND ADMINISTRATION OF RESERVE PROGRAM**

The purpose of the Training and Administration of Reserve (TAR) Program is to manage, train, and administer the Naval Reserve according to the policies prescribed by the Chief of Naval Operations (CNO).

Enlisted TAR personnel serve in demanding billets at sea and ashore. They provide the functional support necessary to prepare Naval Reservists to conduct prompt and sustained operations in support of U.S. national interest. Enlisted TAR personnel may be assigned to the following types of duty:

- Operational units such as Naval Reserve Force ships
- Small shore activities such as reserve centers
- Major shore staffs/commands, such as the Bureau of Naval Personnel (BUPERS), Commander Naval Reserve Force (COMNAVRESFOR), and Naval Hospitals

Career Opportunities exist in the Enlisted TAR program for enlisted personnel in many ratings, including the YN and PN ratings. Recall/conversion to the TAR program is normally restricted to paygrade E-5 and below. However, there are limited opportunities for



accession at the E-6/E-7 level to meet specific rate/rating requirements.

For additional information concerning the Reserve Program, refer to chapter 12 of the *Retention Team Manual*, NAVPERS 15878, chapter 22 of the *Enlisted Transfer Manual*, NAVPERS 15909 and other pertinent publications.

### **REENLISTMENT INCENTIVE PROGRAMS**

There are many incentive programs for enlisted personnel. This section contains a brief discussion of some of them. As a PN, you should become familiar with these programs so you can make individuals aware of them. In particular, this section contains a discussion on the Selective Conversion and Reenlistment (SCORE) Program, Recruiting Selective Conversion and Reenlistment (RESCORE) Program, Selective Training and Reenlistment (STAR) Program, and the Guaranteed Assignment Retention Detailing (GUARD III) Program.

### **SELECTIVE CONVERSION AND REENLISTMENT (SCORE) PROGRAM**

The SCORE program offers special career incentives to enlisted members who reenlist for conversion to ratings that are undermanned (in CREO 1) as listed in the most current CREO NAVADMIN and is, therefore, reserved for personnel who exhibit sustained superior performance.

A SCORE reenlistment is defined as the reenlistment of a member currently on active duty. For personnel reenlisting after a 24-hour break in service, it is referred to as RESCORE Program, which is discussed later in this chapter.

The career incentives offered by SCORE are as follows:

- Assignment to class "A" school, with rating conversion on satisfactory completion of that school. The Chief of Naval Personnel (PERS 292) may waive the class "A" school requirement if prior training or experience meets or exceeds class "A" school skill level.
- Assignment to an appropriate class "C" school, class "C" school package, or Advanced First Term Avionics (AFTA) training for the Aviation Electronics Technician (AT) rating.

- Possible advancement to petty officer third class or petty officer second class.
- Entitlement to Selective Reenlistment Bonus (SRB) if otherwise eligible per the *Enlisted Bonus and Special Duty Assignment Pay Programs*, OPNAVINST 1160.6.
- Entitlement to selective reenlistment bonus (SRB) if otherwise eligible per the *Enlisted Bonus and Special Duty Assignment Pay Programs*, OPNAVINST 1160.6.

For additional information and specific eligibility requirements for reenlistment under the SCORE program, refer to Article 1060010 of the MILPERSMAN.

### **RECRUITING SELECTIVE CONVERSION AND REENLISTMENT (RESCORE) PROGRAM**

The RESCORE program offers career incentives to Navy Veterans (NAVETS) who reenlist after a 24-hour break in service. It also offers career incentives for conversion to ratings that are undermanned as reflected in the *Career Reenlistment Objectives (CREO)*, OPNAVINST 1160.4.

Career incentives offered by RESCORE for conversion via "A" school or direct conversion are as follows:

- Assignment to class "A" school, with rating conversion on satisfactory completion of that school.
- Possible assignment to a class "C" school, class "C" school package, or AFTA training for the new rating.
- Possible advancement to petty officer third class, if eligible in all respects, on satisfactory completion of class "A" school listed as AEF/ATF quota.
- Possible advancement to petty officer second class, if eligible in all respects, on satisfactory completion of class "C" school, class "C" school package, or AFTA.
- Possible direct conversion to a new rating.
- A member may qualify for SRB if otherwise eligible per the OPNAVINST 1160.6.



For additional information and specific RESCORE eligibility requirements, refer to article 1060011 of the MILPERSMAN.

## **SELECTIVE TRAINING AND REENLISTMENT (STAR) PROGRAM**

The STAR program offers career designation to first term enlisted members who enlist or reenlist and thereby become eligible for the following career incentives:

- Guaranteed assignment to an appropriate class "A" or "C" school, but not both
- Guaranteed advancement from petty officer third class, to petty officer second class on completion of a class "C" school or class "C" school package, if otherwise eligible
- Guaranteed advancement to petty officer third class on completion of Phase I of an AEF class "A" school under automatic advancement procedures for the AEF Program
- SRB, if otherwise eligible

For additional information and eligibility requirements, refer to article 1060020 of the MILPERSMAN.

## **GUARANTEED ASSIGNMENT RETENTION DETAILING (GUARD III) PROGRAM**

The GUARD III program offers two guaranteed assignments within a 25-year career timeframe for active duty USN, USNR-R (TAR), and USNR personnel in return for a 4-, 5-, or 6-year reenlistment.

The first guaranteed assignment **must** be used during a member's first reenlistment. For GUARD purposes only, first reenlistment is defined as a member's first immediate reenlistment; that is, there has been no lapse in active service. Any broken service, whether Navy or in any other component of the armed services, is not considered as a first reenlistment under this program.

Subsequent guarantees for those personnel who have received one or two guaranteed assignments under GUARD I and/or GUARD II in their first 10 years of service or who are in their second or subsequent term, are entitled to one additional guaranteed assignment under this program.

The GUARD III assignment is the result of negotiations between the member and his/her detailer for a mutually agreeable assignment. All assignments must be to valid billet requirements and must be in accordance with priorities established by the manning control authorities (MCAs).

For additional information and eligibility requirements, refer to chapter 8 of the *Enlisted Transfer Manual (ENLTMNSMAN)*, NAVPERS 15909.

## **PRE-SEPARATION COUNSELING**

Now, turn your attention to the opposite side of the spectrum-separations. In this section, the discussion centers around pre-separation counseling information that you should know. You should always provide this information to personnel whenever you conduct pre-separation interviews.

Pre-separation counseling involves a discussion of military obligation in the Naval Reserve effective 1 June 1984, Naval Reserve affiliation of discharged personnel, wearing of the uniform after discharge, dependents' travel and shipment of household goods, and transportation of household goods. This section also discusses information you should provide to members who are separating if they have questions concerning service and pay status while on inactive duty. Additionally, this section contains a discussion on the possession of handguns by members upon separation and the transitional health insurance coverage available to certain members and their dependents.

When you interview or counsel personnel who are separating from the Navy, make sure that you always refer to the *Separation and Reenlistment Guide*, addendum A, of the *Enlisted Transfer Manual*, NAVPERS 11590, for guidance. Also refer to any other pertinent instructions and/or manuals that discuss enlisted separations.

## **MILITARY OBLIGATION IN THE NAVAL RESERVE**

As previously mentioned, effective 1 June 1984, all members, who enlisted and/or who have subsequently enlisted in the Navy acquire a total military obligation of 8 years under the provisions of Title 10 U.S.C. section 651, as amended by the Fiscal Year 1984 Department of Defense (DOD) Authorization Act. This service may be performed in the Regular Navy or as a combination of Regular Navy, and Naval Reserve service. For specific information on the various means of fulfilling



the 8-year obligation, you should refer to articles 1040150, 1040400, 1880100, 1880140 through 1880220, 3640457, and 3640470 of the *Naval Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560.

## **NAVAL RESERVE AFFILIATION OF DISCHARGED PERSONNEL**

Many well-trained and experienced petty officers who are not required under Title 10 U.S.C. section 651 to affiliate with the Naval Reserve on discharge are presently being lost to the Naval Reserve because of lack of knowledge of programs available to them. As a PN, you should inform eligible personnel who are being discharged and who do not enlist or reenlist in the Regular Navy at the time of their separation of the opportunities in the Naval Reserve. Explain to them the advantages of reserve participation, and the retirement benefits available.

You also should furnish them with the address listed in the *Standard Navy Distribution List (SNDL)*, OPNAV P09B2-105(90), of a Naval and Marine Corps Reserve Center, Naval Reserve Center, Naval Reserve Air Station, or Naval Air Reserve Unit nearest their home. Additionally, you should advise them of the provisions regarding possible advancement in the Naval Reserve of enlisted personnel on inactive duty who have passed the Navywide advancement examination while on active duty. Furthermore, you should furnish each individual leaving active duty with a copy of the *Naval Reserve Indoctrination Guide* which can be obtained through the appropriate Naval Reserve Indoctrination Officer.

## **WEARING OF THE UNIFORM AFTER DISCHARGE**

As a PN conducting pre-separation counseling, you should inform individuals who are entitled to retain their uniforms after discharge that they may wear them. However, the uniform must be worn from the place of discharge to their home within 3 months after the date of discharge. The 3-month period relates to the period between the date of discharge and the date of the person's arriving home. Uniforms cannot be worn after arrival home, even though the 3-month period has not expired. Any further wearing of the uniform after separation should be accomplished according to the *United States Navy Uniform Regulations*, NAVPERS 15665, and article 3610320 of the *MILPERSMAN*.

Some individuals may wear their uniform after separation, others may not. An enlisted member who is

separated for any of the following reasons must surrender the outer garments and distinctive parts of the uniform that are in his/her possession at the time of discharge:

1. Defective enlistment and induction (fraudulent entry into the naval service or released from naval jurisdiction)
2. Unsatisfactory performance
3. Homosexuality
4. Drug abuse rehabilitation failure
5. Alcohol abuse rehabilitation failure
6. Misconduct
7. Misconduct-drug abuse
8. Security with an honorable or general discharge
9. Discharged for any reason with a dishonorable, bad conduct, or a discharge under other than honorable conditions

When the items of clothing authorized to be retained by the dischargee are insufficient to provide the discharge with one outfit of civilian clothing suitable for wearing home, necessary items of civilian clothing may be issued at no cost to the dischargee to augment the retained clothing.

For further information, refer to article 3610320 of the *MILPERSMAN*.

## **DEPENDENTS' TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS**

Chapter 5 of the *Joint Federal Travel Regulations (JFTR)*, volume 1, NAVSO P-6034, contains instructions and regulations covering entitlement to transportation for dependents and shipment of household goods. Implementing instructions covering the procedures to be followed in procuring transportation for dependents and shipment of household goods or reimbursement thereof, are contained in the *U.S. Navy Travel Instructions (NTI)*, NAVSO P-1459, and the *Transportation of Personal Property*, NAVSUP 490.

To determine entitlements for dependent travel, transportation and shipment of household goods incident to a member's court-martial sentence or other than honorable (OTH) discharge, you should refer JFTR, paragraphs U5240 and U5370.

You must inform each individual that separation from the service does not terminate their personal



responsibility in connection with the submission of claims against the government. Special emphasis must be placed on the following:

- Claims for reimbursement for transportation of dependents may not be submitted until the travel has been completed and the member has completed separation processing. However, transportation in kind may be furnished to dependents according to JFTR, paragraph U5212.

- Advance travel pay for dependents may be authorized up to 75 percent of entitlement.

- Payment depends on actual performance of travel for the purpose of establishing residence. Reimbursement is not authorized for such things as pleasure or business trips.

- The claim should correctly reflect the points and dates of the travel performed for which reimbursement is claimed.

- Reimbursement may be claimed only for bona fide dependents as defined in volume 1, chapter 5 and Appendix A of the JFTR.

- Travel must normally be effected within 180 days for dependents of members separating and within 1 year for dependents of members retiring or transferring to the Fleet Reserve. Refer to JFTR, paragraphs U5225 and U5230, for additional details.

- Claims for transportation of dependents before orders are issued must be supported by a statement from the permanent change-of-station order-issuing authority, or designated representative, that the member was advised before the issuance of change-of-station orders that such orders would be issued. Refer to JFTR, paragraph U5205.

- Personnel in paygrade E-4 who complete just short of 2 years service at their EAOS may not be retained on active duty solely to qualify for dependents' transportation at government expense.

- Since neither the Department of the Army, nor the Department of the Air Force can process travel claims for a Navy member, advise the separatee that travel claims (that you will provide) must be processed at the Navy disbursing office at the activity (PERSUPPET and/or personnel office) where he/she is being processed for separation. Emphasize to the separatee the importance of returning the signed travel claim(s) and the original orders as soon as possible for prompt liquidation.

The following information should be given to the separating individual:

- That he/she is fully responsible for completeness and accuracy of all statements of facts contained in his or her travel claim

- That, notwithstanding advice or assistance he/she may have received in connection with preparation and submission of the travel claim, he/she alone is responsible for information contained in the travel claim

- That misrepresentation or concealment of any particular material may constitute a serious federal offense

**NOTE:** Explain to the individual being separated that the penalty for willfully making a false claim is a maximum fine of \$10,000 or a maximum imprisonment of 5 years, or both. Also tell the individual that money fraudulently received will be recovered by the U.S. Government.

Don't try to memorize everything that you should explain to the member during the separation interview or while you are counseling a member in connection with his/her separation. Remember, always check the appropriate manuals, such as the ENLTRANSMAN and/or the appropriate instruction for guidance.

## **TRANSPORTATION OF HOUSEHOLD GOODS**

According to the JFTR, paragraph U5360, household goods or personal effects must be turned over to a transportation officer or to a carrier for shipment at government expense within 1 year from the date of retirement, temporary disability retirement, or transfer to the Fleet Reserve. Personnel being discharged or released from active duty have 180 days to apply for transportation of household goods or personal effects.

The member should obtain a worksheet from the personal property office which is called *Application for Shipment and/or Storage of Personal Property*, DD Form 1299 (fig. 13-1). DD Form 1299 (work sheet) should be completed according to instructions contained on the form. Notice that blocks required to be completed are identified with an asterisk and that some others provide information about what is required in them. This work sheet is returned to the personal property office as soon as possible. Then, the personal property office inputs the information provided from the DD Form 1299 worksheet to a computer and prints







out an original DD Form 1299, which is signed by the member.

Authority to approve shipments of household goods before receipt of orders has been delegated to the transportation officer at the local household goods shipping activity. This authority is subject to the provisions contained in the *Transportation Personal Property*, NAVSUP 490.

Submission of claims for loss or damage of household goods must be handled according to the Personnel Claims Regulations of the *Manual of the Judge Advocate General (JAGMAN)*, JAGINST 5800.7C. Advise members to seek assistance, if it is needed, from the nearest naval activity.

### **QUESTIONS CONCERNING SERVICE AND PAY STATUS WHILE ON INACTIVE DUTY**

Advise Regular Navy and Naval Reserve Personnel released from active duty of the proper procedures for obtaining answers to questions they may have while on inactive duty. Specifically, you should provide them with the complete mailing address of the Commander, Naval Reserve Personnel Center, New Orleans, Louisiana, in case they have questions concerning their service status. You should also provide them with the complete address of the Defense Finance and Accounting Service (DFAS), Cleveland Center, Cleveland, Ohio, in case they have questions concerning pay matters. It will also be of great help to the separating member if you can provide the telephone number to these locations.

### **POSSESSION OF HANDGUNS UPON SEPARATION**

State police officials have brought to the attention of the Secretary of Defense (SECDEF) that some separating service personnel are returning to civilian life with handguns acquired while in the service. Since the possession of handguns is strictly regulated in many jurisdictions, personnel may unintentionally violate the law by having handguns in their possession. Advise Navy personnel during separation processing that some states prohibit or limit the possession of handguns. Unless existing regulations are complied with, they may be subject to arrest by civilian law enforcement officials if a handgun is detected in their possession.

### **HEALTH CARE INSURANCE COVERAGE FOR MEMBERS BEING SEPARATED FROM ACTIVE DUTY**

Inform members being separated from the Navy of the need for civilian health care insurance. Medical care for service members and their eligible family members ceases upon the member's discharge or separation from active duty. Many members are unaware of this and have little knowledge of what civilian medical plans are available.

To help them during the transitional period until adequate medical insurance coverage can be bought, a private-pay health insurance policy is available through the DOD. Inform each member of the cost and benefits of the plan, and advise them that participation is strictly voluntary. Make sure you make a page 13 entry in the member's service record indicating that he/she has been afforded the opportunity to elect or decline participation. Additional details follow in the next paragraphs.

#### **What is CHCIBP?**

Implementation of the Continued Health Care Benefit Program (CHCBP) was directed by Congress in section 4408 of the National Defense Authorization Act for Fiscal Year 1993. This law directed the implementation of a program of temporary continued health benefits coverage for servicemembers that is comparable to the benefits provided for former civilian employees of the Federal Government. The CHCBP is a premium-based, temporary health care coverage program available to qualified beneficiaries. Medical benefits under this program mirror the benefits offered via the basic Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) program. The CHCBP is not part of the CHAMPUS program; however, it functions under most of the rules and procedures of CHAMPUS.

#### **How Long Does CHCBP Coverage Last?**

For any member discharged or released from active duty or full-time National Guard duty, whether voluntarily or involuntarily, coverage under the CHCBP is limited to 18 months. For an unmarried dependent child of a member or former member, coverage under the CHCBP is limited to 36 months.

#### **Who is Eligible?**

Personnel who fit in one of the following categories are eligible for CHCBP:



- A person who is discharged or released from active duty, whether voluntarily or involuntarily, under other than honorable conditions, and was entitled to medical and dental care under a military health care plan.

- A person who is not eligible for any benefits under CHAMPUS or Transitional Assistance Program (TAP).

- A person who ceases to meet requirements for being considered an unmarried dependent child of a member or former member of the Uniformed Services.

- A person who, on the day before ceasing to meet those requirements, was covered under CHAMPUS or TAP as a dependent of the member or former member.

- A person who would not otherwise be eligible for any benefits under CHAMPUS.

- A person who is an unremarried former spouse of a member or former member of the Uniformed Services.

- A person who on the day before the date of the final decree of divorce, dissolution, or annulment was covered under a health benefits plan under CHAMPUS or TAP as a dependent of the member or former member.

- A person who is not eligible for CHAMPUS as a former spouse of a member or former member.

### **Enrollment Procedures**

To enroll in the CHCBP, an eligible individual must request enrollment via an application or letter to the following address: CHCBP Administrator, P.O. Box 1608, Rockville, MD 20849-1608.

Although beneficiaries have 60 days to enroll in the CHCBP, the period of coverage must begin on the day after entitlement to a military health care plan ends (including transitional health care) under TAP. The application must also include payment for the premium for the first quarter (3 months) coverage under the CHCBP.

Applications must be accompanied by proof of eligibility, such as the Certificate of Release or Discharge from Active Duty (DD Form 214), Defense Enrollment Eligibility Reporting System (DEERS), or any other official statement of service, and/or proof of dependency status.

### **What does CHCBP Cost?**

Premium rates are established by the Assistant Secretary of Defense (Health Affairs) for two rate groups—individual and family. The rates are based on the Federal Employees Health Benefits Program employee and agency contributions that would be required for a comparable health benefits plan, plus an administrative fee. The premium rates may be updated annually and will be published when updated. The rates are also available from the CHCBP administrator.

Members discharged or released from active duty or full-time National Guard duty must select their rate group at the time they enroll, either individual or family. After enrollment, beneficiaries may change from family to individual at any time by notifying the CHCBP administrator, in writing. Changes from individual to family may not be made.

Premiums are to be paid quarterly by check or money order. Payment must be received no later than 30 days after the start of the quarter. Refer to the Continued Health Care Benefit Program application shown in figure 13-2.

### **SEPARATION OF ENLISTED PERSONNEL**

Some aspects of separation can be complicated. Some areas that you, as the PN, need to be aware of and that will help you when you counsel and process personnel who are separating include the following:

- Make sure you verify the enlisted service record for completeness and accuracy. This must be accomplished before the member separates and during the pre-separation interview.

- Be aware of personnel who have had access to classified material and debrief them prior to their departure.

- Be aware of the command's responsibility to acknowledge a member's valuable contributions to the United States Navy before the member departs.

- Make sure you prepare the Standard Transfer Order according to guidelines contained in the ENLTRANSMAN.

### **VERIFICATION OF SERVICE RECORD**

You should review the enlisted service record with the individual being separated for completeness and accuracy of all service record entries. In the case of



**Continued Health Care Benefit Program**  
*for the Office of the Assistant Secretary of Defense (Health Affairs)*

1. Applicant's name \_\_\_\_\_  
(Title) (First) (Middle) (Last) (Area Code and Phone No.)
2. Residence address \_\_\_\_\_  
(No. and Street and Apt. No.) (City and State) (Zip Code)
3. Address where policy will be delivered \_\_\_\_\_  
(No. and Street and Apt. No.) (City and State) (Zip Code)
4. Social Security No. \_\_\_\_\_
- 5a. If service member, date of entry on active duty \_\_\_\_\_
- 5b. If eligibility is created by termination of military benefits, check reason and show date such benefits end:
- ☐ Separation from active duty. Date MFT/CHAMPUS benefits end \_\_\_\_\_.
  - ☐ Divorce. Date CHAMPUS benefits end \_\_\_\_\_.
  - ☐ No longer a dependent child. Date benefits end \_\_\_\_\_.
  - ☐ Unremarried Former spouse. Date benefits end \_\_\_\_\_.
  - ☐ Unremarried former spouse drawing annuity/retainer pay. Date benefits end \_\_\_\_\_.
6. Service sponsor through whom you qualify \_\_\_\_\_  
(Name) (Social Security No.)

7. Complete the following for each person (including yourself) to be covered.

Name	Social Security Number	Age	Date of Birth (Mo./Day/Yr.)	Sex (M/F)	Full-time Student (Yes or No)
Applicant:					
Spouse:					
Child:*					
Child:					
Child:					

\*Children age 21 (23 if a full-time student) losing military coverage must apply separately for their own certificate at adult premiums. If more than three children, use separate sheet of paper.

8. Individual Three-Month Premium is \$ 410.00 Family Three-Month Premium is \$ 891.00
- Total Three-Month Premium Enclosed: \$ \_\_\_\_\_ Premium paid is for: ☐ Individual coverage ☐ Family coverage.
9. Do you or any covered dependents currently have other insurance? ☐ Yes ☐ No \_\_\_\_\_  
(Name of Carrier)

**Validation of Eligibility**

Name and Address of Separation Center or Appropriate Authority \_\_\_\_\_  
Validation by \_\_\_\_\_ Phone No. \_\_\_\_\_

APPLICATIONS MUST BE ACCOMPANIED BY PROOF OF ELIGIBILITY SUCH AS DD 214, DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS) OR ANY OTHER OFFICIAL STATEMENT OF SERVICE, AND/OR PROOF OF DEPENDENCY STATUS.

Mail this application along with a check or Money Order payable to United States Treasury to:

CHCBP Administrator  
P.O. Box 1608  
Rockville, MD 20849-1608

CHCBP Toll Free Number:  
1-800-809-6119

Premium payment must accompany application. Paid by: ☐ Check ☐ Money Order (make check/M.O. payable to United States Treasury)

Dated at \_\_\_\_\_, on \_\_\_\_\_, 19\_\_\_\_\_.  
(City, State) (Month, Day) (Year) (Signature of Applicant)

Have you: Checked all appropriate boxes and signed the application? Included premium payment? Included proof of eligibility?

CHCBP Form 7524  
Rev. 06-01-93

86NP0126

Figure 13-2.—Continued Health Care Benefit Program Application, CHCBP Form 7524.



86NP0127



personnel who are being transferred for separation, this function is the responsibility of the last duty station, and not the activity to which the member is transferred for separation. Pay particular attention to the required reenlistment recommendation entry, and other entries that you should make on the *Administrative Remarks*, NAVPERS 1070/613, page 13. Sample entries are contained in addendum A, Separation and Reenlistment Index of the ENLTRANSMAN. You should refer to the MILPERSMAN.

Make sure that original and duplicate pages required for mailing to the Bureau of Naval Personnel (BUPERS), or other activities, are not improperly retained in the service record. Remove misfiled page's and duplicate pages from the service record.

In the case of reservists, do not remove original orders to active duty, annual training orders, disability and mobilization affidavits, clothing requisitions, certificates of clearance, and correspondence course completion letters.

If the member is the subject of a request for a Background Investigation that is still pending, your command should notify the Commanding Officer, Naval Criminal Investigative Service Headquarters of separation. This separation includes discharge or transfer to inactive Naval Reserve. The foregoing is not applicable to pending National Agency Checks. You should return personal documents filed for safekeeping to the separatee. Refer to article 5030120 of the MILPERSMAN.

## **PRE-SEPARATION INTERVIEW**

All enlisted personnel being processed for separation or being transferred for separation processing must be interviewed and counseled concerning their reenlistment intentions. A record of the interview must be entered on the *Administrative Remarks*, NAVPERS 1070/613 of the enlisted service record. Refer to Article 3640470 of the MILPERSMAN and Addendum A, Separation and Reenlistment Index of the ENLTRANSMAN.

Additionally, the Project Operation Referral Navy Form may be filled out on all qualified personnel recommended for reenlistment. Your command's career counselor should have these forms. Make sure that the Navy veteran's separation rate is included on the card.

The command career counselors administer the *Navy Retention/Separation Questionnaire*, OPNAV 1910/5 (fig. 13-3), to all members in the required separation interview before transfer for separation.

The administrative officer administers the questionnaire to enlisted personnel in the absence of a command career counselor. The PERSUPPDETs assume responsibility for administering questionnaires to separating personnel transferred for separation to activities designated in Article 3640476 of the MILPERSMAN. The questionnaires should be mailed according to instructions provided in the *Navy Retention/Separation Questionnaire*, OPNAVINST 1040.8.

## **CLASSIFIED MATTER, CLEARANCE TERMINATION, AND DEBRIEFING**

When military personnel are to be separated from active duty, all classified matter held by them must be turned in to the source from which received.

In the case of members who have had access, the *Security Termination Statement*, (OPNAV 5511/14 (fig. 13-4), must be completed by members before transfer for separation. The original OPNAV 5511/14 is filed in the individual's service record; and one copy is kept in the terminating command's files and/or the transfer packet for a period of 2 years.

Personnel security clearance documents and the *Personnel Reliability Program (PRP) Screening and Evaluation Record*, NAVPERS 5510/3 (fig. 13-5), should be left in "open" service records when members are transferred from one duty station to another and when they are released from active duty to inactive duty in the Naval Reserve.

Such documents should be transferred to the "open" service record on immediate reenlistment of members according to article 5030140 of the MILPERSMAN. When members are being discharged without immediate reenlistment on board, such documents should be left in the "closed" service record.

When considered appropriate by commanding officers, personnel will be given an oral debriefing before separation from active military service or transfer for separation as applicable.



<b>SECURITY TERMINATION STATEMENT</b> <small>OPNAV 5511/14 (REV. 7-78) S/N 0107 LF-055-1171</small>		<i>Enter name and address of appropriate Naval or Marine Corps activity obtaining statement.</i>
<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div>		
<p>1. I HEREBY CERTIFY that I have conformed to the directives contained in the Information Security Program Regulation (OPNAV Instruction 5510.1), and the Communications Security Material System Manual (CMS-2) in that I have returned to the Department of the Navy all classified material which I have in my possession.</p> <p>2. I FURTHER CERTIFY that I no longer have any material containing classified information in my possession.</p> <p>3. I shall not hereafter communicate or transmit classified information orally or in writing to any unauthorized person or agency. I understand that the burden is upon me to ascertain whether or not information is classified and agree to obtain the decision of the Chief of Naval Operations or his authorized representative on such matters prior to disclosing information which is or may be classified.</p> <p>4. I will report to the Federal Bureau of Investigation or to competent naval authorities without delay any incident wherein an attempt is made by an unauthorized person to solicit classified information.</p> <p>5. I, _____, have been informed and am aware that Title 18 U.S.C., Sections 793-799, as amended and the Internal Security Act of 1950 prescribe severe penalties for unlawfully divulging information affecting the National Defense. I certify that I have read and understand appendix F of the Information Security Program Regulation OPNAV Instruction 5510.1. I have been informed and am aware that certain categories of Reserve and Retired personnel on inactive duty can be recalled to duty, under the pertinent provisions of law relating to each class for trial by court-martial for unlawful disclosure of information. I have been informed and am aware that the making of a willfully false statement herein renders me subject to trial therefor, as provided by Title 18 U.S.C. 1001.</p> <p>6. I have/have not received an oral debriefing.</p>		
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <small>SIGNATURE OF WITNESS</small>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <small>SIGNATURE OF EMPLOYEE OR MEMBER OF NAVAL OR MARINE CORPS SERVICE (Fill in first, middle, and last name. If military, indicate rank or rate. If civilian indicate grade.)</small>	
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <small>TYPE OR PRINT NAME OF WITNESS</small>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <small>DATE</small>	

86NP0128

Figure 13-4.—Security Termination Statement, OPNAV 5511/14.

## ACKNOWLEDGEMENT OF HONORABLE SERVICE

Just before a member departs from his/her permanent duty station for separation, the commanding officer or executive officer should personally convey an expression of appreciation for the separatee's service on behalf of the President, the Secretary of Defense (SECDEF), the Secretary of the Navy (SECNAV), and the Chief of Naval Operations (CNO). If the requirement for personal acknowledgement of service by the commanding officer or executive officer would delay or inconvenience the separatee, the commanding

officer may delegate an appropriate senior officer, such as the individual's department head, to render his/her honor. When appropriate, a letter of appreciation should be delivered to the member as set forth in article 3640473 of the MILPERSMAN.

## TRANSFER FOR SEPARATION ORDERS

Orders for separation should not be issued more than 6 months before the effective date of separation; however, there is an exception. Orders for personnel transferring to the Fleet Reserve or retiring may be prepared when your command receives the BUPERS



**PERSONNEL RELIABILITY PROGRAM (PRP) SCREENING AND EVALUATION RECORD**  
NAVPERS 5510/3 (Rev. 17-76) (Block)

**INSTRUCTIONS**

1. Columns 1-7: Personnel in training for, or performing in, an assignment or position designated as Critical or Confidential are required to be screened initially and as necessary thereafter to ensure that they meet specified reliability standards. Complete applicable parts of the form and initial appropriate blocks under Column No. 1 when conducting preliminary screening. Complete applicable parts of the form and initial appropriate blocks under Column No. 1 when conducting screening or otherwise making initial, in whole or in part, in conducting on a periodic basis or for special reasons such as change of duty, medical or disciplinary reasons or to include the evaluation of a personnel security investigation that was initiated for PRP screening purposes.

2. Part I - Personnel Records Screening

a. Review the individual's personnel record and other official records and information locally available concerning behavior and conduct which is relevant to PRP standards. Include any file relating to drug abuse exemption. When appropriate, the review should include interviews with the individual's supervisor(s). Initial block in appropriate column when review is entirely favorable. When review is not considered entirely favorable, bring questionable or adverse information to the attention of the PRP Certifying Officer without initiating. In either case, attach personnel record when or as required by the PRP Certifying Officer and when appropriate to assist medical officer in making a medical evaluation.

b. Self explanatory.

c. Self explanatory. Issue adequate clearance when and as appropriate.

3. Part II - Medical Evaluation. On initial screening, a medical evaluation of the individual's physical and mental condition and qualifications under the standards of the PRP is required to be made by a competent medical authority. It may be made on the basis of medical history and records which may be sufficiently comprehensive and current for the purpose. In all other cases, a current medical examination is required to be accomplished as determined to be necessary by a competent medical authority for the evaluation of medical qualifications under PRP standards. To include consideration of psychiatric aspects of the case and psychiatric consultation when indicated. The screening of medical records and interview of personnel may be accomplished by other qualified medical personnel as part of the referral process for clinical evaluation by competent medical authority.

4. Provision is made in Section 3, for a competent medical authority to complete and sign when the medical evaluation is favorable. When the evaluation is not favorable or any question arises, make information available in PRP Certification block and NAVMED 6150/2.

5. To be initiated by a medical officer or physician when a favorable medical evaluation is made on screening and Section 3, previously has been completed. Otherwise, utilize Section 4. Make appropriate entries in health record.

6. Section 5 is provided for the command's senior medical department representative to initial on screening when the individual's health record on this form contains a previous certification by a competent medical authority for re-evaluation on NAVMED 6150/2 and a medical officer is not readily available to conduct a medical evaluation for screening purposes. When clinical evaluation is indicated as a result of such screening, the individual will be referred to a medical officer or physician for medical evaluation. Make appropriate entries in health record.

7. Part III - Personal Interview and Briefing. Interviewer initial and have individual sign or initial when the required interview and briefing are conducted and the results are satisfactory. Have individual sign when Column No. 1 is being utilized, initial when interviewed and briefed on screening.

8. Part IV - Instruction and Experience. Personnel who perform modifications, retrofits, LLC changes, etc., and EOD personnel and their supervisors must be qualified by a formal course of instruction and experience for the duties they are to perform. All other personnel under the PRP must be qualified by a formal course of instruction or other supervised training and experience for the duties they are to perform. In both cases, the individual must be certified as proficient by a qualified person designated in writing for the purpose. The experience requirement may be achieved by pre-job training or during the required instructional phase. Ensure prescribed instructional requirements are met. Certify individual by checking block a, or b, and initialing when Column No. 1 is utilized. Initial appropriate block in succeeding column when re-certification is made on screening. Completion of Part IV is not required when conducting preliminary screening incident to transfer in a course of instruction.

9. Part V - Certificate of Acceptability. Review case, ensure appropriate facts of screening are accomplished, make determination, check appropriate block and sign. When individual is determined to be suitable, also initial for any screening official who forwarded questionable information for review of PRP Certifying Officer without initiating. Certification of acceptability must be made by commanding officer unless authority for another officer in act as PRP Certifying Officer is authorized by regulation or is delegated by the commanding officer.

7. General Instructions. File completed NAVPERS 5510/3 in local service record. File NAVPERS 5510/1 (Record Identifier for Personnel Reliability Program) in service and health record to reflect assignment of individual to or in training for a position requiring extraordinary reliability. Identify individual to supervisor, managers and other line and staff officers for purposes of ensuring continuing evaluation.

**PERSONNEL RELIABILITY PROGRAM (PRP) SCREENING AND EVALUATION RECORD**  
NAVPERS 5510/3 (Rev. 17-76)

BLOCK	NAME OF INDIVIDUAL		GRADE	TYPE	SCREENING & EVALUATION (Initial appropriate blocks)						
	1	2			3	4	5	6	7		
1	<p><b>PART I - PERSONNEL RECORDS SCREENING</b></p> <p>a. Personnel and other official records and information locally available have been reviewed for behavior and conduct (except for drug abuse exemption). Initial in column when results are considered favorable.</p> <p>b. <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY <input type="checkbox"/> NO RECORD <input type="checkbox"/> NO DATA</p> <p>c. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>d. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>e. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>f. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>g. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>h. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>i. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>j. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>k. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>l. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>m. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>n. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>o. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>p. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>q. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>r. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>s. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>t. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>u. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>v. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>w. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>x. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>y. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>z. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p>										
2	<p><b>PART II - MEDICAL EVALUATION</b></p> <p>a. A favorable medical evaluation of individual has been made under PRP standards which was made on the basis of (check one):</p> <p><input type="checkbox"/> a review of medical history and records <input type="checkbox"/> a current medical examination or <input type="checkbox"/> a combination thereof</p> <p>(Initial appropriate record of medical evaluation in further paragraph or applicable in Part III and V of this form)</p> <p>b. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>c. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>d. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>e. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>f. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>g. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>h. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>i. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>j. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>k. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>l. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>m. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>n. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>o. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>p. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>q. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>r. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>s. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>t. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>u. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>v. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>w. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>x. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>y. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>z. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p>										
3	<p><b>PART III - PERSONAL INTERVIEW AND BRIEFING</b></p> <p>a. Individual has been personally interviewed and briefed on the significance of the PRP assignment of screening and has been found to be suitable for the assignment. Initial in column when results are considered favorable.</p> <p>b. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>c. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>d. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>e. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>f. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>g. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>h. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>i. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>j. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>k. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>l. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>m. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>n. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>o. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>p. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>q. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>r. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>s. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>t. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>u. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>v. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>w. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>x. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>y. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>z. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p>										
4	<p><b>PART IV - INSTRUCTION AND EXPERIENCE</b></p> <p>a. Individual is trained in the duties to be performed</p> <p>b. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>c. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>d. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>e. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>f. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>g. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>h. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>i. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>j. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>k. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>l. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>m. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>n. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>o. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>p. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>q. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>r. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>s. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>t. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>u. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>v. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>w. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>x. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>y. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>z. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p>										
5	<p><b>PART V - CERTIFICATION OF ACCEPTABILITY</b></p> <p>a. Individual for whom this record was prepared is suitable for the assignment of extraordinary reliability</p> <p>b. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>c. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>d. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>e. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>f. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>g. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>h. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>i. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>j. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>k. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>l. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>m. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>n. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>o. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>p. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>q. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>r. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>s. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>t. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>u. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>v. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>w. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>x. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>y. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p> <p>z. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO DATA</p>										

Figure 13-5.—Personnel Reliability Program (PRP) Screening and Evaluation Record, NAVPERS 5510/3.



authorization. Look at figure 13-6, which shows a sample BUPERS authorization letter and statement of service. This authorization may also be given by message.

The Standard Transfer Order (STO), NAVCOMPT 536/NAVPERS 1326/11, is used to transfer a member to another activity for separation. The STO is prepared according to the guidelines contained in Chapter 23 of the *Enlisted Transfer Manual*, NAVPERS 15909.

A member entitled to the transportation of dependents and/or household goods at government expense is provided with an individual STO. This is done to avoid any difficulty with regard to establishing entitlement to the transportation of dependents and household goods. As the PN, you need to make sure that sufficient copies of the orders are provided to the member.

To obtain the appropriation data, or what is most commonly referred to as the accounting data, you must refer to the *Financial Management Guide for Permanent Change of Station Travel (Military Personnel, Navy)*, BUPERSINST 7040.6. Pay particular attention to article 3640476.8, which provides for the transfer of members to separation activities not more than 7 days plus travel time before date of eligibility for separation.

At the request of a member stationed outside CONUS, the transferring command may authorize separation processing at one of the major naval activities listed in article 3640476.4 of the MILPERSMAN rather than the separation activity nearest the port of debarkation.

Commands having facilities available on board or in the vicinity to conduct pre-separation physicals should conduct such physical examinations before transferring personnel to separation activities.

Making sure that all requirements have been complied with before a member transfers for separation can't be overemphasized. Often, separation activities receive personnel whose records have not been verified or purged and appropriate service entries haven't been made. Sometimes, the members haven't been properly interviewed before they transferred for separation. As a responsible PN, you should do as much as you can to help the separation activity expedite the member's separation. Remember, always refer to the appropriate manuals and/or instructions to make sure that no minor details are overlooked.

## **FLEET RESERVE AND THE RETIRED LIST**

The following paragraphs discuss transfer to the Fleet Reserve or retirement. Eligibility for transfer to the Fleet Reserve or retirement includes the requirement of U.S. citizenship while in the Fleet Reserve or retired list, creditable service, application procedures, retirement orders and authorizations, submission of application for voluntary retirement, and the requirement for the completion of the Navy Retired/Retainer Pay Data Form, NAVCOMPT Form 2272.

### **TRANSFER TO THE FLEET RESERVE**

The purpose of the Fleet Reserve is to provide an available reserve of former members of the Regular Navy and the Naval Reserve who may be used without further training to fill those billets requiring experienced personnel in the initial stage of mobilization during an emergency or in war. Enlisted members of the Regular Navy or Naval Reserve are eligible for transfer to the Fleet Reserve on completion of the required active service.

### **REQUIREMENT OF UNITED STATES CITIZENSHIP**

There are cases where members are not required to hold U.S. citizenship or nationality to be eligible for transfer to the Fleet Reserve and for retainer pay. When members who are citizens of the United States lose their citizenship or acquire foreign citizenship by their voluntary action inconsistent with their oath of enlistment to bear true faith and allegiance to the United States and thus repugnant to their status as members of the U.S. Armed Forces, they may lose both membership in the Fleet Reserve and entitlement to retainer or retired pay.

### **CREDITABLE SERVICE FOR TRANSFER TO THE FLEET RESERVE**

Provided that a member has completed 20 years creditable active service (active day-for-day service, including constructive service credit earned through 31 December 1977) and meets all other applicable eligibility criteria outlined in article 3855180 of the MILPERSMAN, transfer to the Fleet Reserve may be





DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
WASHINGTON, D.C. 20370-8000

IN REPLY REFER TO  
1830  
PERS-274:C  
16 July 93

From: Chief of Naval Personnel  
To: OFFICER IN CHARGE  
PERSONNEL SUPPORT DETACHMENT  
CORY STATION  
PENSACOLA FL 32511

Subj: AUTHORIZATION FOR TRANSFER TO FLEET RESERVE ICO  
AMSC JOHN J. DOE, USN, 123-45-6789

Ref: (a) APPLICATION FOR TRANSFER TO FLEET RESERVE NAVPERS 1830/1 OF  
11 Mar 1993  
(b) MILPERSMAN 2630100  
(c) MILPERSMAN 3855160, 3855180 and 3855240

Encl: (1) Statement of Service for Transfer

1. Subject member's transfer to Fleet Reserve is authorized  
effective: 30 November 93

2. Service for transfer: 21 Yrs. 11 Mos. 2 Das.

3. Service in higher rank: No

4. Date of completion 30 years service : 28 December 01

5. Subject member was not reported for extraordinary heroism in  
line of duty in accordance with reference (b).

6. Comply with instructions contained in reference (c).

7. Prior payment of readjustment/non-disability severance pay a  
matter of record: No

8. File enclosure (1) in member's Fleet Reserve Record along with  
a copy of this form and forward to Naval Reserve Personnel  
Center, New Orleans, LA 70149-7800.

M. CHRISTMAS  
By direction

Copy to:  
PERS-273

33

Date of Report: 07/14/93

for:

Statement of Service

Active Training Subtotals  
Active Inactive

2/29/72 12/28/75 3 10 0  
Service: 0 2 0

2/29/75 12/13/79 3 11 15

2/14/79 12/08/83 3 11 25

2/09/83 12/08/89 6 0 0

2/09/89 02/08/90 0 2 0

2/09/90 05/31/91 1 3 22

5/31/91 05/30/93 2 0 0

5/31/93 11/30/93 0 6 0

11 month(s) 2 day(s)  
0 month(s) 0 day(s)

42NP0037

Figure 13-6.—Authorization for Transfer to Fleet Reserve BUPERS Letter, and respective Statement of Service.



approved by the Chief of Naval Personnel (CHNAVPERS) at a member's own request.

For the purpose of transfer to the Fleet Reserve only, active service is defined as follows:

- All active duty (and active duty for training performance subsequent to 9 August 1956) in the Army, Navy, Air Force, Marine Corps, and Coast Guard, or any component thereof.
- All active duty (and active duty for training performed subsequent to 9 August 1956) in the Army National Guard or Air National Guard on federal duty

An enlistment or extension of enlistment served in an active duty status that terminated within 3 months of the date of expiration of enlistment is counted as a complete enlistment. A complete minority enlistment (served to within 3 months of the expiration of enlistment) is counted as 4 years of active service. Deductions are made for all lost time.

## APPLICATION PROCEDURES FOR TRANSFER TO THE FLEET RESERVE

Applications for transfer to the Fleet Reserve are sent to the Chief of Naval Personnel (CHNAVPERS) (PERS 273). Previously, applications were sent (in quadruplicate) using Application for Transfer to the Fleet Reserve, NAVPERS 1830/1 (fig. 13-7), they are now sent by message.

APPLICATION FOR TRANSFER TO FLEET RESERVE NAVPERS 1830/1 (REV. 2-77) S/M 0104-LF-018-3004				33	
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p>The authority to request this information is contained in 5 USC 301, Departmental Regulations and 10 USC 6330. The principal purpose of the information is to enable you to make known your desire to transfer to the Fleet Reserve. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and effecting your transfer to the Fleet Reserve. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your application.</p>					
NAME (Last, first, middle)		DATE	SOCIAL SECURITY NO.	PNEC/SMC	
REQUESTED DATE OF TRANSFER	REVIEW OF CORRESPONDENCE RE DECORATION FOR ENTITLEMENT TO BENEFITS OF EXTRA ORDINARY HEROISM REQUESTED		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
TOTAL SERVICE FOR TRANSFER AS OF REQUESTED DATE (SERVICE TO INCLUDE CONSTRUCTIVE TIME) (Include, if applicable, service other than Naval)			YEARS	MONTHS	
DATE OF APPLICATION	SIGNATURE OF APPLICANT			BRANCH OF SERVICE	
(END - 1)					
FROM					
TO CHIEF OF NAVAL PERSONNEL (PERS-5221)					
1. FORWARDED, RECOMMENDING <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL					
2. PROVISIONS OF BPM 3855180 HAVE BEEN REVIEWED AND EXPLAINED TO MEMBER. EXCEPTIONS TO THIS ARTICLE ARE NOTED IN THE REMARKS SECTION BELOW WITH JUSTIFICATION					
3. THE FOLLOWING INFORMATION CONCERNING THE APPLICANT IS FURNISHED TO ASSIST IN PROCESSING THIS APPLICATION					
a. DATE REPORTED PRESENT DUTY STATION	b. PED (If original PED changed, attach copy of page 13 only which cites authority)		c. DATE OF EXPIRATION OF ENLISTMENT (Obligated service to transfer date requested is MANDATORY. Attach NAVPERS 1070/621, if appropriate)		
d. AGREEMENT TO REMAIN ON ACTIVE DUTY EXECUTED (If yes, attach copy of page 13 showing agreement)				YES	NO
e. IN RECEIPT OF PCS ORDERS (If yes, show transfer month/TC NO. _____)					
f. CONTACT BELIEF REQUIRED					
g. DISCIPLINARY OR CIVIL ACTION PENDING					
h. TIME LOST DURING CURRENT ENLISTMENT (Show inclusive dates and reason (UA, CONF, NPOL, SRMC))					
i. LOCATION AND DATE OF ARRIVAL OF DEPENDENTS IF SERVING OVERSEAS					
REMARKS (If request is based on hardship, attach documentation required by TRANSMAN. Also if available, attach documentation of service other than Naval)					
DATE OF ENDORSEMENT		SIGNATURE			
COPY TO:					
EPMAC					

86NP0130

Figure 13-7.—Application for Transfer to the Fleet Reserve, NAVPERS 1830/1.



Obligated service through the requested date is mandatory. To increase personnel stability insofar as enlisted distribution is concerned, commanding officers should advise members planning to transfer to the Fleet Reserve that they must submit an application. This application should be received by CHNAVPERS (PERS 273) not less than 6 months and nor more than 1 year in advance or the requested date.

**NOTE:** An exception to these dates is discussed in the following paragraph.

When a member will meet the initial 20-year eligibility requirements for transfer to the Fleet Reserve 1 to 6 months beyond the normal PRD and requests a Fleet Reserve date to coincide with his/her date of eligibility, a maximum 6-month overtour beyond the present PRD maybe authorized.


**NOTE:** Servicemembers in receipt of orders are not afforded this option.

The PRD is adjusted to reflect the overtour on issuance of the Authorization for Transfer to Fleet Reserve BUPERS letter or message. Members who want to elect this option should make sure their application for transfer to the Fleet Reserve is sent between 6 to 12 months before the expiration of their current enlistment PRD.

### **PRE-SEPARATION CEREMONY FOR TRANSFER TO FLEET RESERVE OR RETIRED LIST**

Transfer of individuals to the Fleet Reserve or to the Retired List should be preceded by a ceremony designed to express the Navy's appreciation for the many years of faithful and honorable service. It is during this ceremony that certificates, such as the Fleet Reserve Certificate, NAVPERS 1830/3 (fig. 13-8), and the Certificate of Retirement, DD Form

# Fleet Reserve



of the

# United States Navy

*This is to certify that*

\_\_\_\_\_ a \_\_\_\_\_

*was transferred from active duty to the Fleet Reserve of the*

*United States Navy on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_*

*after \_\_\_\_\_ years of service.*

*This certificate is awarded as a Testimonial of Faithful*

*and Honorable Service.*

\_\_\_\_\_  
*U. S. Navy*

SN 0106-LF-018-3016
NAVPERS 1830 3 (Rev. 8-87)

86NP0131

Figure 13-8.—Fleet Reserve Certificate, NAVPERS 1830/3.




363N (fig. 13-9), are presented along with letters of appreciation, shadowbox and so on. Blank samples of NAVPERS 1830/3 and DD Form 363N are shown in figures 13-8 and 13-9. Figure 13-10 shows you a picture of an actual Fleet Reserve transfer ceremony. Figure 13-11 shows you a picture of a chief petty officer receiving a shadowbox from the command master chief during his Fleet Reserve transfer ceremony.

Additionally, during the Fleet Reserve and/or retirement ceremony, the member's spouse is recognized and presented a Certificate of Appreciation, NAVPERS 1650/59 (fig. 13-12), for a wife or a

Certificate of Appreciation, NAVPERS 1650/62, for a husband. Both of these certificates are stocked by the Chief of Naval Personnel (PERS 27). Also, both of these certificates are prepared at the command level and signed by the commanding officer.

In the case of personnel who are to be transferred to another activity for further transfer to the Fleet Reserve or Retired List, the pre-separation ceremony should be conducted by the last duty station and not by the activity to which a member is transferred.

Refer to article 3810200 of the MILPERSMAN, which discusses the pre-separation ceremony for





**CERTIFICATE OF RETIREMENT**  
FROM THE ARMED FORCES OF THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:  
THIS IS TO CERTIFY THAT

HAVING SERVED FAITHFULLY AND HONORABLY  
WAS RETIRED FROM THE  
UNITED STATES NAVY

ON THE                      DAY OF  
ONE THOUSAND NINE HUNDRED AND

86NP0132

Figure 13-9.—Certificate of Retirement, DD Form 363N.





**Figure 13-10.—Picture of an Actual Fleet Reserve Transfer Ceremony.**



**Figure 13-11.—Picture showing a Chief Petty Officer receiving a shadowbox from the Command Master Chief during his Fleet Reserve Transfer Ceremony.**



*Certificate of Appreciation  
From the United States Navy*



*To all who shall see these presents, greeting:  
This is to certify that*

*Has earned grateful appreciation for her unselfish, faithful  
and devoted service during her husband's naval career.  
Her unfailing support and understanding helped to make  
possible her husband's lasting contribution to the nation.*

*Given this                      Day of                      19*

*\_\_\_\_\_  
Commanding Officer*

86NP0133

**Figure 13-12.—Certificate of Appreciation, NAVPERS 1650/59.**

transfer to Fleet Reserve or retirement. Articles 3855180 through 3855300 of the MILPERSMAN contain additional information concerning procedures for transfer to the Fleet Reserve. In addition to the MILPERSMAN articles, you should also refer to addendum A of the ENLTRANSMAN for additional separation instructions and procedures.

#### **THE RETIRED LIST**

Transfer to the Retired List of the Navy is a permanent change of status and may not be changed by resignation or discharge approved by the Secretary of the Navy (SECNAV) or following the sentence of a court-martial. Retired Members are subject to the orders and regulations of the SECNAV.



## **Policy on Ordering Retired Members to Active Duty**

Retired members may be ordered to active duty in time of war or national emergency at the discretion of the SECNAV. They may not be ordered to active duty at other times without their consent. They may not be ordered to active duty solely for the purpose of receiving hospitalization or medical treatment.

## **Notification of Address Change by Retirees**

Retired members not on active duty must always keep the DFAS, Cleveland Center, Cleveland, Ohio informed of their address.

## **Retired Members who Travel Outside the United States**

Members of the Retired List who desire to travel or reside outside the United States must report their departure, expected duration of travel, and forwarding address to the Commanding Officer, Naval Reserve Personnel Center. Retired members should advise the proper United States Naval Attache of their presence if they intend to reside in the country or, while visiting, to call on senior officers of the local military. This is not intended to impose any restriction, but rather to enable the Naval Attache to advise retired members of local conditions regarding calls or visits.

## **Retirement Orders and Authorizations**

Retirement orders and authorizations for personnel on active duty are issued by the CHNAVPERS or by SECNAV. Retirement orders for involuntary retirement are normally issued 3 to 6 months in advance of the scheduled date of retirement. Disability retirement orders and voluntary retirement orders or authorizations are issued as early as practical following approval of retirement by the SECNAV. Retirement orders and authorizations for personnel on inactive duty are issued by the CHNAVPERS.

## **Voluntary Retirement of Enlisted Personnel**

Under authority contained in Title 10 U.S.C. section 6326, any enlisted member of the Regular Navy who has completed at least 30 years of active service may be retired upon application. The following service, less time lost, is creditable in determining whether the required active service for retirement has been met:

- Active service as an enlisted member, aviation cadet, warrant or commissioned officer, including active duty for training performed subsequent to 9 August 1956, in the Navy Marine Corps, Army, Air Force, or Coast Guard, or in the Reserve components of those services.

- An enlistment in the Regular Navy terminated by discharge for the convenience of the government within 3 months of the normal expiration of the enlistment or extended enlistment may be credited as the full term of enlistment or extended enlistment. The period elapsing between the date of early discharge and normal date of expiration of enlistment or extended enlistment is not creditable for purposes of computing basic pay. A minority enlistment is not creditable as a full enlistment for retirement.

Release from active duty is effected on the day immediately preceding the effective date of retirement. The effective date of retirement is specified in the retirement orders issued by the Chief of Naval Personnel or by the Secretary of the Navy. A member should not be retained on active duty beyond the scheduled date of release from active duty unless authority for such retention is specified in the retirement authorization.

Two copies of retirement orders should be forwarded by endorsement, indicating the member's home address following retirement, to the Commanding Officer, DFAS, Cleveland Center, via the disbursing officer carrying the personal financial record (PFR) of the member on the date of release from active duty. One copy of the retirement orders, after being completed by the disbursing officer, is placed in the current service record of the member.

## **Submission of Application for Voluntary Retirement from Active Duty**

Enlisted members, including temporary officers with permanent enlisted status, who desire retirement under Title 10 U.S.C. section 6326 (voluntary retirement after completion of 30 years of active service) should submit an official letter to the President of the United States, via their commanding officer, BUPERS (PERS 27), and the SECNAV, with copy to the appropriate Pay/Personnel Administrative Support System (PASS) office.

Applications for retirement at the PRD should be submitted in time to reach BUPERS between 6 and 9 months in advance of the requested retirement date. Applications for retirement before PRD should be



submitted 9 to 12 months in advance of the requested retirement date.

## **NAVY RETIRED/RETAINER PAY DATA FORM**

Among the many forms required to be completed by the member, with your assistance, before he/she retires or transfers to the Fleet Reserve is the Navy Retired/Retainer Pay Data Form, NAVCOMPT Form 2272 (fig. 13-13). You must prepare this form in quadruplicate and distribute it according to instructions contained in the *Survivor Benefits, including the Retired Serviceman's Family Protection Plan (RSFPP) (Title 10 USC section 1431 et seq.) and the Survivor Benefit Plan (SBP) (Title 10 USC section 1447 et seq.)*, as amended, NAVMILPERSCOMINST 1750.2.

The member's spouse is required to sign the NAVCOMPT Form 2272 if the member elects nonparticipation or reduced coverage. If the spouse is unavailable for signature, you must forward a letter via certified mail informing the spouse of the member's election. You should make the appropriate entry on the Application/Record of Emergency Data, NAVPERS 1070/602, according to guidelines contained in NAVMILPERSCOMINST 1750.2. You should also attach a copy of the signed statement on the NAVPERS 1070/602, and all correspondence to each copy of the NAVCOMPT Form 2272.

Make sure the NAVCOMPT Form 2272 is completed properly and in time for the disbursing office to mail the original to the DFAS, Cleveland Center, Cleveland, Ohio, not later than 30 days before a member's retirement or transfer to the Fleet Reserve.

You should always refer to addendum A of the ENLTRANSMAN for additional separation instructions and procedures.

## **SEPARATION ORDERS**

In addendum A of the ENLTRANSMAN, you will find the required orders you need to prepare in various situations, such as Transfer to the USNR and Release to Inactive Duty of USN Personnel, NAVPERS 1910/29 (fig. 13-14), and Release to Inactive Duty of USNR Personnel (Other than Fleet Reserve), NAVPERS 1910/30 (fig. 13-15).

You can obtain these forms through the normal supply system. Also, make sure you modify orders as indicated in Addendum A of the ENLTRANSMAN. Some of the information on these orders has changed;

however, they can still be used. You should make appropriate changes according to most current information.

## **VETERANS' BENEFITS**

There are many benefits available to veterans. In this section, you will learn about Federal Civil Service employment, job-finding assistance, reemployment rights, unemployment compensation, and small business loans. Also briefly discussed here are the Vietnam Era GI Bill, the Veterans' Educational Assistance Program (VEAP), and the Montgomery GI Bill which are all considered Federally Legislated Education.

### **FEDERAL CIVIL SERVICE EMPLOYMENT**

The Dual Compensation Act (PL 88-448) governs the employment of retired military personnel in federal civilian jobs and the employment of government workers in more than one federal job.

Under the Veterans' Education and Employment Assistance Act of 1976, PL 94-502, individuals entering the military service after 14 October 1976 do not receive veterans preference unless they become disabled during, or as a result of, military service. With few exceptions, such as serving in a combat area, veterans preference in government employment has been eliminated for peacetime military service.

Certain veterans with military service prior to 15 October 1976, who pass examinations for civil service employment, receive 5 to a maximum of 10 additional credit points on top of the overall examination score. Applicants are selected for employment from those with the higher numerical ratings on the civil service examinations. The extra points are a decided advantage to the veteran.

Information concerning federal jobs and examinations, including veterans' preference, may be obtained by writing to the Office of Personnel Management. A listing of the Federal Job Information Centers may be obtained by writing the Office of Personnel Management, Federal Job Information Center, 1900 E Street NW, Room 1425, Washington, DC 20415-0001.

### **JOB-FINDING ASSISTANCE**

The Public Employment Service is a network of over 1,900 local offices across the country. There



NAVY RETIRED / RETAINER PAY DATA FORM				(1)	
<b>INSTRUCTIONS:</b> 1. Prepare this form in ink or type in the Navy Finance Center not later than 30 days prior to your retirement/transfer. 2. Read the instructions on the attached sheet carefully before completing each part. Unless otherwise stated in the instructions, complete all items. 3. If additional space is needed to complete any part, attach a plain sheet of paper, identifying each part for which additional information is provided.					
PART I - IDENTIFICATION DATA					
1. Name (Last, First, Middle Initial)		2. Social Security Number (SSN)			
3. Retirement/Transfer Date	4. Date of Birth	5. Rank/Rate	6a. Housing Number	6b. Year Ret.	6c. Account Number (Continued)
7. Correspondence Address					
8. Telephone Number (Include Area Code)					
PART II - DESIGNATION OF BENEFICIARIES FOR UNPAID RETIRED PAY					
Name (Last, First, Middle Initial)		Address		Share %	
9a					
9b					
9c					
9d					
If you designate no beneficiary (ies), or if the designated beneficiary(ies) predeceases you, the law provides that the amount due you will be paid to the surviving person highest on the following list: (1) your spouse; (2) your children and their descendants, by representation; (3) your parents in equal share; or (4) either is dead, the survivor; (5) the legal representative of your estate; and (6) person(s) entitled under the law of your domicile.					
PART III - FEDERAL INCOME TAX WITHHOLDING INFORMATION					
Information in blocks 10a through 10e is submitted in lieu of IRS Form W-4 for tax purposes.					
10a. Total Number of Dependents		10b. Total Number of Dependents Claimed		10c. Additional Withholding (Optional)	
10d. Are you a United States Citizen?		10e. Annual Estimated Income		10f. Tax Exemption from Withholding (Optional)	
10d. Single <input type="checkbox"/> Married <input type="checkbox"/>		10e. \$		10f. Enter "EXEMPT"	
PART IV - VOLUNTARY STATE TAX WITHHOLDING					
11a. State designated to receive tax					
11c. Requested Monthly Amount (Not less than \$10.00)					
PART V - CERTIFICATION					
UNDER PENALTIES OF PERJURY, I CERTIFY THAT ALL STATEMENTS ON THIS FORM ARE MADE WITH FULL KNOWLEDGE OF THE PENALTIES FOR MAKING FALSE STATEMENTS. (18 U.S. CODE 287 AND 1001 PROVIDE FOR A PENALTY OF NOT MORE THAN \$10,000 FINE OR FIVE YEARS IN PRISON, OR BOTH.)					
Signature of Member		Date		Witness Name (Last, First, Middle Initial)	
Witness Signature		Witness Address		Date	
PART VI - SURVIVOR BENEFIT PLAN (SBPL) ELECTION					
<b>IMPORTANT - See your Current Consideration before making an election.</b>					
18. <input type="checkbox"/> I elect coverage for spouse only. (I <input type="checkbox"/> do <input type="checkbox"/> do not have dependent children.) 19. <input type="checkbox"/> I elect coverage for child(ren) only. (I <input type="checkbox"/> do <input type="checkbox"/> do not have a spouse.) 20. <input type="checkbox"/> I elect coverage for spouse and child(ren). 21. <input type="checkbox"/> I elect coverage for the person named in Block 27a who has an insurable interest in me. 22. <input type="checkbox"/> I elect coverage for the person named in Block 27a who is my former spouse. (See instructions.) 23. <input type="checkbox"/> I elect coverage for the person named in Block 27a who is my former spouse and dependent child(ren) of that marriage. (See instructions.) 24. <input type="checkbox"/> I elect not to participate in SBPL. (I <input type="checkbox"/> do <input type="checkbox"/> do not have eligible dependents under the plan.) 25. <input type="checkbox"/> I elect coverage to be based on full gross pay. 26. <input type="checkbox"/> I elect coverage with a reduced base amount of \$ _____. (See instructions.)					
27a. Name (Last, First, Middle Initial)		27b. Social Security Number		27c. Address (Include Zip Code)	
27d. Relationship		27e. Date of Birth			
<b>PART VIII - SURVIVOR BENEFIT SPOUSAL CONCURRENCE (Required when member is married and does not elect full coverage.)</b> I hereby concur with the Survivor Benefit Plan election made by my spouse. I have received this statement of my own free will.					
28a. Spouse Signature		28b. Date		28c. Witness Signature	
28d. Witness Name (Last, First, Middle Initial)		28e. Address (Include Zip Code)		28f. Date	
NAVCOMPT FORM 2272 (REV. 11-89) (Back) 544 8104 11-007-7500					

Figure 13-13.—Navy Retired/Retainer Pay Data Form, NAVCOMPT Form 2272.



## INSTRUCTIONS FOR NAVCOMPT FORM 2272

## INFORMATION ABOUT YOUR DATA FORM

- Read these instructions carefully before completing the data form. All retired/retainer pay accounts are maintained by the Retired Pay Department, Navy Finance Center (Code 6318), Cleveland, Ohio 44199-2058. Address all correspondence accordingly and include your name, address and social security number.
- Navy Finance Center will establish your retired/retainer account based on the data provided by the form and your retirement/retainer orders. Your personnel office and disbursing office will assist you in the proper completion and submission of this form. You should maintain this instruction sheet along with a copy of the form as a permanent record of pay data. Please complete the form by typing or printing ink.
- Please keep the Navy Finance Center advised of your current correspondence and check address(es) at all times. Change of address requests received up to the 10th of a month will normally result in the payment for that month in the new address. A change of address form will be provided to you by the Navy Finance Center at the time your account is established.

## INSTRUCTIONS FOR COMPLETING THE FORM

**PART I - IDENTIFICATION:** Complete all items as instructed below.

Blocks 1 through 5. Enter the information requested.

**Block 6a through 6c:** If you want your net retired/retainer pay sent to your financial institution by Direct Deposit, simply provide the new digit Routing Transfer Number of your financial institution in Block 6a, indicate whether your account is a Savings (S) or Checking (C) account in Block 6b, indicate your account number in Block 6c, and complete Block 6d. If you do not know your Routing Transfer Number (RTN), it can be obtained in the following ways: if you have a checking account at the financial institution to which you want your pay sent, the RTN is the nine digit number located in the lower left-hand corner of either your checks or check deposit tickets. Also, if you are directing your retired pay to the same financial institution to which you directed your active duty pay, you should have been provided a copy of the Standard Form 1189A, Direct Deposit Sign-Up form; the RTN is on the form under the caption ROUTING NUMBER. If you are unable to obtain the RTN, you will have to contact the financial institution to which you want your retired/retainer pay directed and request the RTN. **Leave these blocks blank if you want your net retired/retainer pay sent to a non-financial institution address.**

**Block 6d:** Enter the address to which you want your net retired/retainer pay sent.

**Block 7:** If the address is different than the address in Block 6d, enter the address to which you want all correspondence mailed. If the address and the address in Block 6d are identical, write "same" in this block.

**Block 8:** Enter Area Code and telephone number, if known.

**PART II - DESIGNATION OF BENEFACTARIES FOR UNPAID RETIRED/RETAINER PAY:** Upon your death, any pay due and unpaid will be paid to the person(s) you may designate. You may designate the number of beneficiaries desired by you, and the percentage of pay to be paid to each. If you designate more than one person, and the total percentage designated is greater than 100%, the person listed first is considered the primary beneficiary. Those persons on the list whose percentages exceed the total 100% designated will receive payment only if the primary beneficiary is deceased at the time of your death. (Example: You may designate a primary beneficiary to receive 100%, and then two or more others to share a percentage of pay due if the primary beneficiary is deceased at the time of your death.)

Blocks 9a through 9d. Enter the names, address and share to be paid for each beneficiary you desire to designate. (Use additional sheets of paper as necessary.)

**PART III - FEDERAL INCOME TAX WITHHOLDING INFORMATION:** After determining your allowed exemptions with the aid of your disbursing office, or from the instructions available on IRS Form W-4, or other available IRS publication, complete this section.

**Block 10a:** Check the status you desire to claim.

**Block 10b:** Enter the number of exemptions you are claiming.

**Block 10c:** Enter the dollar amount of additional Federal income tax you desire withheld from each month's pay. Leave blank if you do not desire additional withholding.

**Block 10d:** Enter the word "Exempt" in this block only if you meet all the following criteria: (1) You had no Federal income tax liability in the prior year; and (2) you are claiming no Federal income tax liability this year; and (3) you therefore desire no Federal income tax to be withheld from your retired/retainer pay. (NOTE: You must file with Navy Finance Center a new exemption claim form by 15 February of each year for which you claim exemption from withholding.)

**Block 10e:** If you are not a U.S. citizen, provide, on an additional sheet, a list of all periods of ACTIVE duty served in the continental U.S., Alaska and Hawaii indicate periods of service by year and month only. List only service at shore activities; do not report service aboard ship. For example:

FROM (Year / Month) TO (Year / Month)  
8402 8901  
DUTY STATION  
NAVSTA, Norfolk, VA

(NOTE: This information may affect the determination as to that portion of retired/retainer pay which is taxable in accordance with the Internal Revenue Code, if you will maintain your permanent residence outside the U.S., Alaska, or Hawaii.)

NAVCOMPT FORM 2272 (REV. 11-89)

SN 9104-11-007-7500

## PART IV - VOLUNTARY STATE TAX WITHHOLDING

- Block 11a:** Enter the name of the state for which you desire state tax withheld.
- Block 11b:** Enter only if different than the address(es) in Blocks 6d and Block 7.
- Block 11c:** Enter the dollar amount you want deducted from your monthly pay. This amount must not be less than \$10.00 and must be in whole dollars (Example: \$50.00, not \$50.25).

**PART V - CERTIFICATION:** Read the statement carefully, then sign your name and indicate the date of signature. For your SBP election to be valid, you must sign and date the form prior to the effective date of your retirement/transfer. The witness may not be any person named in PARTS I, VI, or VII.

**PART VI - DEPENDENCY INFORMATION:** This information is needed by Navy Finance Center to determine Survivor Benefit Plan (SBP) costs, annuities and options, and to maintain of your account correctly in special circumstances at the time of death.

**Block 12:** Provide your spouse's name, if none, enter N/A, and proceed to Block 17.

**Block 13 through 16:** Provide the requested information about your spouse.

**Block 17:** If you do not have any dependent children, enter N/A in Block 17 and proceed to PART VII. If you do have dependent children, provide the requested information. (NOTE: Unless the space marked "Debtor" to indicate if a child is incapable of self-support as defined under the Survivor Benefit Plan. Your career counselor can provide you with this definition, and you may also refer to the NAVMILPERSCOM Instruction 1750.2 series. If a child is incapacitated as defined, enter "yes" in the column, otherwise leave blank.)

**PART VII - SURVIVOR BENEFIT PLAN (SBP) ELECTION:** It is very important that you are counseled and are fully aware of your options under SBP. Any SBP election made prior to your retirement/transfer is irrevocable after your date of entitlement to retirement pay. It is highly advisable to complete this part in your career counselor's presence.

**Block 18 through 20:** Check the applicable block(s) that indicate the type of coverage you desire for your dependents.

**Block 21:** Check if you desire coverage for a person with an insurable interest in you, and provide the requested information about that person in Blocks 21a through 21c. If you check Block 21, you must have a check in Block 25 as coverage for a person with an insurable interest is automatically based on the full gross retired/retainer pay with no option for reduction.

**Block 22:** Check if you desire coverage for a former spouse and provide the requested information about that person in Blocks 22a through 22c. Also, if you checked this block, you must provide a photocopy of the final divorce decree for the former spouse for whom coverage has been elected.

**Block 23:** Check if you desire coverage for a former spouse and dependent child(ren) of that marriage and provide the requested information about these former spouse for whom coverage has been elected.

**Block 24:** Check if you do not desire coverage under SBP. Blocks 20a through 20d of Part VII must be completed, if married.

**Block 25:** Check if you desire the coverage to be based on your full gross retired/retainer pay.

**Block 26:** Check if you desire the coverage to be based on a reduced portion of your retired/retainer pay. This reduced amount may not be less than \$300.00 unless your gross retired/retainer pay is less than that amount, in which case the full gross pay is automatically used as the base amount. Enter the desired amount in the space provided to the right of Block 26. Proceed to Part VIII, if married, and complete Blocks 28a through 28f.

**PART VIII - SURVIVOR BENEFIT PLAN SPOUSAL CONCURRENCE:** 10 U.S. Code 1448 requires that an otherwise eligible spouse concur if the member elects to elect SBP coverage or elects less than maximum coverage. Therefore, if either Block 24 or 25 is checked, Block 28a through 28f must be completed by the spouse and a witness. If Block 19 is checked and you have a spouse, Blocks 28a through 28f must also be completed by the spouse and a witness.

NAVCOMPT FORM 2272 (REV. 11-89) (Back)

SN 9104-11-007-7500  
86NP0135

Figure 13-13.—Navy Retired/Retainer Pay Data Form, NAVCOMPT Form 2272—Continued.



TRANSFER TO THE USNR AND RELEASE TO INACTIVE DUTY OF USN PERSONNEL			
1. ACTIVITY (Include geographical location if not classified)			2. DATE PREPARED
3. NAME (Last, First, Middle)	4. SOC. SEC. NUMBER	5. RATE AND NEC	6. BR. AND CLASS
(a) REF.		7. DATE ACTIVE DUTY TERMINATED	
(b) 10 U.S.C. 651		8. REASON FOR TERMINATION	
9. REQ'D TO SERVE IN USNR UNTIL	10. NAVRES DESIGNATION USNR	12. ACCOUNTING DATA	
11. COMPLETE MAILING ADDRESS AFTER RELEASE			
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. On date specified Block 7, your active duty in the Regular Navy is terminated for reason shown in Block 8. In accordance with reference (a), you will consider yourself transferred to the Naval Reserve concurrently with release to inactive duty. You will be required to serve in the Naval Reserve until date shown in Block 9, unless sooner discharged by competent authority. Your official Naval Reserve designation will be as shown in Block 10.</p> <p>2. During the period of your obligated service in the Naval Reserve as set forth above, you are subject to such additional training and service, including active military service, as may now or hereafter be prescribed by law for the Naval Reserve. When determined by competent authority that enrollment or appointment in or assignment to an accredited training program of the Naval Reserve is available to you and can, without hardship, be filled by you, it is your duty to enroll or accept such appointment or assignment and to serve satisfactorily therein until discharged or otherwise relieved of such duty by competent authority.</p> <p>3. You will be required to wear the uniform while attending drill periods when you become affiliated with a unit of the Naval Reserve or are ordered to active military service, in accordance with paragraph 2 above. Accordingly, you should retain for use on such occasions all your serviceable articles of uniform equipment.</p> <p>4. You have stated that your mailing address will be as shown in Block 11. You may change your mailing address at any time but</p> </div> <div style="width: 48%;"> <p>such change shall be reported promptly by letter to the command holding your service record giving the same information as prescribed in the following paragraph and, in addition, your old address as well as your new address.</p> <p>5. Upon your release to inactive duty, your records will be forwarded to the Naval Reserve Personnel Center, New Orleans, LA 70149. Any questions regarding your status should be addressed to that command and should include your rate, full name, branch, and class of service, social security number, and mailing address. Should you subsequently affiliate with a Naval Reserve Program, your records will be maintained at the unit to which you are attached. Any questions concerning pay matters should be addressed to Commander, Navy Finance Center, New Federal Office Building, Cleveland, Ohio 44199.</p> <p>6. In the event that you plan travel or residence in a foreign country for a period in excess of 30 days, notice of intent will be submitted to the command holding your service record. Such notice should include destination, expected duration of travel or residency, and forwarding address.</p> <p>7. Travel by you and your dependents, at Government expense, must be effected within one year of separation except when undergoing hospitalization, education, or training on the date of termination of active service as noted in paragraphs M4157 and M7006, Joint Travel Regulations. Shipment of household effects, at Government expense, must be effected within 180 days of separation as noted in paragraph M8261-6, Joint Travel Regulations.</p> </div> </div>			
SIGNATURE (Officer Authorized to Sign by Direction)			
EXAMINED AND FOUND PHYSICALLY QUALIFIED FOR RELEASE FROM ACTIVE DUTY		DATE	
I DO HEREBY CERTIFY THAT I HAVE READ THE ABOVE ORDERS AND FULLY UNDERSTAND MY OBLIGATIONS AS CONTAINED THEREIN.		(GRADE, NAME OF MEDICAL OFFICER)	
CITY AND STATE WHERE ALLOWANCE ELECTED		(SIGNATURE OF MEMBER)	
<input type="checkbox"/> HOME OF RECORD		PAY ENTRY BASE DATE (DDJ only)	
<input type="checkbox"/> PLACE OF ACCEPTANCE			
LAST PERMANENT DUTY STATION FOR ESTABLISHING ENTITLEMENT TO TRANSPORTATION OF DEPENDENTS			
SIGNATURE (Grade, and Title of Officer authorized to sign)			
Copy to: Disbursing Officer (2) Medical Officer (1) Service Record (1)			

NAVPERS 1910/29 (REV 10 83)

S/N 0106-LF-019-1146

86NP0136

Figure 13-14.—Transfer to the USNR and Release to Inactive Duty of USN Personnel, NAVPERS 1910/29.

principal task is to assist job seekers find employment, with no charge for the service. The Employment Service gives veterans priority in referrals to suitable jobs and training. Disabled veterans have preference over all other applicants. Veterans who are not ready for work can receive job training, counseling, and work aptitude testing. They can also obtain information on careers, skill training, and the types of jobs available in the local area. Each office has a Veterans' Employment representative who is ready to assist veterans with

special employment problems or questions. The addresses of local offices can be obtained from any post office, the state employment agency at the state capital, or the telephone book listed under U.S. Government.

## REEMPLOYMENT RIGHTS

The veteran may be entitled to reemployment in a position held prior to his/her service in the Armed Forces or to a job with like seniority, status, and pay.



RELEASE TO INACTIVE DUTY OF USNR PERSONNEL (OTHER THAN FLEET RESERVE) NAVPERS 1910/30 (5-77) S/N 0106-LF-019-1150				<input type="checkbox"/> NO TRAVEL TIME	<input type="checkbox"/> TRAVEL TIME
1. ACTIVITY (Include geographical location if not classified)				2. DATE	
3. NAME (Last, First, Middle)		4. SOC. SEC. NUMBER	5. RATE AND NEC	6. BR. AND CLASS	
REF: (a)			EXAMINED AND FOUND PHYSICALLY QUALIFIED FOR RELEASE FROM ACTIVE DUTY	DATE	
(Grade, Name of Medical Officer)		7. HOUR AND DATE DETACHED		8. DESIGNATION AFTER RELEASE USNR	
9. BR. AND CLASS	10. NO. DAYS TR. TIME ALLOWED	11. HR./DATE RELEASE EFFECTIVE		12. PLACE FROM WHICH ORDERED TO ACTIVE DUTY	
13. HOME OF RECORD AT TIME OF ENTRY		14. LAST PERMANENT DUTY STATION FOR ESTABLISHING ENTITLEMENT TO TRANSPORTATION OF DEPENDENTS			
15. PAY ENTRY BASE DATE (POJ only)		10. CITY AND STATE MILEAGE ALLOWANCE ELECTED		18. ACCOUNTING DATA	
17. COMPLETE MAILING ADDRESS AFTER RELEASE FROM ACTIVE DUTY					
<p>1. You will regard yourself released from all active duty effective at 2400 on date shown in Block 2, at which time in accordance with reference (a) you are transferred to inactive duty in the United States Naval Reserve with official designation as shown in Blocks 8 and 9.</p> <p>*2. You are granted the number of days travel time shown in Block 10, computed on the basis of the time required to travel by public surface/private conveyance in returning to your home of record, upon the expiration of which as shown in Block 11, and in accordance with reference (a), you will regard yourself released from all active duty and transferred to inactive duty in the Naval Reserve.</p> <p>3. According to your service record you were ordered to active duty from the place shown in Block 12 and your home of record at the time of entry into relevant tour of active duty was as shown in Block 13. For the purpose of establishing entitlement to transportation of dependents, when applicable, your last permanent duty station was as shown in Block 14. Pay entry base rate, if applicable is shown in Block 15 and place where you elected mileage allowance incident to these orders is shown in Block 16.</p> <p>4. You have stated that upon release from active duty your mailing address, the place at which you may be reached at any time by orders or other official communications is as shown in Block 17. You may change your mailing address at any time but such change shall be reported promptly by letter to the command holding your service record giving the same information prescribed in the following paragraph and, in addition, your old as well as your new address.</p> <p>5. Upon your release to inactive duty your records will be forwarded to the Naval Reserve Personnel Center, New Orleans, La. 70149. Any questions regarding your status should be addressed to that command and should include your rate, full name, branch and class of service, social security number, and mailing address. Should you subsequently affiliate with a Reserve Training Program, your report will be maintained at the unit to which you are attached. Any questions concerning pay matters should be addressed to Commander, Navy Finance Center, New Federal Office Building, Cleveland, Ohio 44109.</p> <p>6. You are advised that your release from active duty does not terminate your status as a member of the Naval Reserve. On the day following the effective date of your release from active duty as specified in Block 7 or 11 of these orders, you will assume the status of a member of the Naval Reserve on inactive duty. During the period of your obligated service in the Naval Reserve you are subject to such additional training and service, including active military service, as may now or hereafter be prescribed by law for the Naval Reserve. When determined by competent authority that enrollment or appointment in or assignment to an accredited training program of the Naval Reserve is available to you and cap, without undue hardship, be filled by you, it is your duty to enroll or accept such appointment or assignment and to serve satisfactorily therein until discharged or otherwise relieved of such duty by competent authority. You shall promptly answer all official correspondence addressed to you as such and shall comply with instructions contained therein.</p> <p>7. You will be required to wear the uniform while attending drill periods when you become affiliated with a unit of the Naval Reserve or are ordered to active military service. In accordance with paragraph G above, you should retain for use on such occasions all serviceable articles of your uniform equipment.</p> <p>8. In the event that you plan travel or residence in a foreign country for a period in excess of 30 days, notice of intent will be submitted to the command holding your service record. Such notice should include destination, expected duration of travel or residency and forwarding address.</p> <p>9. Travel by you and your dependents and shipment of your household effects, at Government expense, must be effected within one year of separation except when undergoing hospitalization, education, or training on the date of termination of active service as noted in paragraph M7010, Joint Travel Regulations.</p>					
SIGNATURE (Grade, Name, and Title of Officer Authorized to Sign, by Direction)					
<p>Copy to: Disbursing Officer (2) Medical Officer (1) Service Record (1)</p> <p>*Items marked with an asterisk pertain to persons allowed travel time only. If no travel time is allowed, items 10 and 11 will be noted N/A and paragraph 2 will be disregarded.</p> <p>U.S. Government Printing Office: 1978-003-173/0107 2-1</p>					

Figure 13-15.—Release to Inactive Duty of USNR Personnel (Other than Fleet Reserve), NAVPERS 1910/30.

## UNEMPLOYMENT COMPENSATION

Under the Ex-Servicemen's Unemployment Compensation Act of 1958, the veteran maybe entitled to unemployment compensation if he/she is unable to find a job after returning to civilian life. Although this Act was enacted by Federal statute, each state has implemented the law as it pertains to the state's residents. Therefore, the amounts of benefits vary from state to state.

Veterans must comply with requirements of state unemployment compensation laws to be eligible for

unemployment pay benefits. Application for Unemployment Compensation should be made at the appropriate unemployment office where the veteran is residing at the time.

## SMALL BUSINESS LOANS

The Small Business Administration (SBA) has a number of programs designed to help foster and encourage small business enterprise, including businesses owned or operated by veterans. SBA also assists veterans to become the owners of their own small businesses.



SBA makes most loans under its Loan Guaranty Program. The money is advanced by the bank or other lending institution, with SBA guaranteeing up to ninety percent of the total amount.

Information on any of SBA's programs is available from any of its national network of about 100 field offices.

## **DEPARTMENT OF VETERANS' AFFAIRS**

This section contains a brief discussion about the VEGIB, VEAP, the MGIB, all which are federally legislated Educational benefit programs.

### **Vietnam Era GI Bill**

The VEGIB was an educational assistance program available to eligible individuals with service between 1 February 1955 and 31 December 1976. This program was terminated on 31 December 1989. On 1 January 1990, eligible members were converted automatically from the VEBIB to the MGIB. For an individual to have been eligible for conversion to the MGIB, that individual was required to have remaining entitlement under the VEGIB on 31 December 1989.

### **Veterans' Educational Assistance Program**

The VEAP was a voluntary contributory education benefit plan available to those service members who entered active duty on or between 1 January 1977 and 30 June 1985. The VEAP was terminated 1 April 1987 after which time no new enrollments were allowed.

### **Montgomery GI Bill**

The MGIB is an educational assistance program available to those individuals who meet the following criteria:

1. First entered on active duty on or after 1 July 1985
2. Are entitled to education benefits under the Vietnam Era GI Bill, and who satisfy certain eligibility criteria
3. Enlist, reenlist, or extend an enlistment as a drilling Reservist for service in the Selected Reserve (SELRES) for a period of not less than 6 years on or after 1 July 1985

The SELRES GI Bill replaces the educational benefits program provided for in Title 10, United States Code, chapter 106.

For information on the application procedures for receiving benefits from participation in these educational benefit programs by eligible individuals, refer to the *Federally Legislated Educational Benefit Programs*, OPNAVINST 1780.3. Also, when counseling members concerning educational benefits who are eligible for the educational programs mentioned here, and you are unable to answer some of the questions the member ask, refer them to the nearest Navy Campus Office and/or the Department of Veterans Affairs (DVA) office. Refer to the chapter 15 of the *Retention Team Manual*, NAVPERS 15878 for additional information concerning other veterans' benefits.

## **SURVIVOR BENEFITS**

This section contains a discussion on survivor benefits to include the death gratuity, Servicemen's Group Life Insurance, Veterans' Group Life Insurance, Dependency and Indemnity Compensation, Social Security, and the Survivor Benefit Plan.

### **DEATH GRATUITY**

Death gratuity is a lump sum payment that is made to eligible survivors immediately upon death of a servicemember. It is designed to assist the family until other regular monthly payments start. The payment is a lump sum amount of \$6,000.00.

Servicemembers must be on active duty, annual training, inactive duty training or traveling en route to or from such duty when death occurs, or die within 120 days after discharge or release from active duty of a service-connected cause as determined by the DVA.

Eligible survivors are listed as follows:

1. Widow or widower.
2. Children (receive equal shares).
3. Parents, "persons in loco parentis," or brothers and sisters when designated by the member on the page 2 of the service record. When parents are designated, they receive equal shares as is the case with brothers and sisters.

Death gratuity is paid to the living survivor highest on the above list. Refer to the *Retention Team Manual*, and part four, chapter 5, of the *Department of Defense Financial Management Regulation (DODFMR) Military Pay, Policy, and Procedures*, Volume 7, part A, DOD 7000.14-R, for additional information concerning death gratuity.



## SERVICEMEN'S GROUP LIFE INSURANCE

Each member serving on active duty, performing annual training, or performing inactive duty training is eligible to be insured under the SGLI up to a maximum of \$200,000 while he/she is on active duty, and 120 days after separation. The cost of SGLI for the maximum coverage, for eligible members, is \$18.00 per month, as reflected on the leave and earnings statement.

Refer to part 7, chapter 4, of the of the *Department of Defense Financial Management Regulation (DODFMR) Military Pay, Policy, and Procedures*, Volume 7, part A, DOD 7000.14-R, and article 6230120 of the MILPERSMAN for additional information concerning SGLI.

## VETERANS GROUP LIFE INSURANCE

The VGLI was created by Public Law 93-289 and became effective on 1 August 1974. VGLI is a 5-year nonrenewable term policy that has no cash, loan, paid-up, or extended values.

Members on active duty who are entitled to full-time coverage and who have SGLI in force at the time of separation or release from active duty are automatically eligible for VGLI in the same amounts as the SGLI held at the time of separation or release. Application and payment of the first premium must be made within 120 days of separation and should be sent to the Office of Servicemen's Group Life Insurance (OSGLI), 213 Washington Street, Newark, NJ 07102.

The DVA receives a copy of the *Certificate of Release or Discharge from Active Duty*, DD Form 214 on personnel who are released from active duty, discharged, retired, and transferred to the Fleet Reserve. They automatically send the separatee a booklet explaining the VGLI and an Application for Veterans Group Life Insurance, SGLV-8714, within approximately 30 to 40 days after separation.

If application is not made within 120 day period, application may be made within 1 year after separation provided evidence of good health is supplied. Remember, automatic coverage under SGLI expires on the 120th day after separation and you should make sure that all members separating are aware of this coverage expiration.

Refer to Article 6230120 of the MILPERSMAN for additional information concerning VGLI.

## DEPENDENCY AND INDEMNITY COMPENSATION

Dependency and Indemnity Compensation (DIC) provides partial compensation to surviving dependents for the loss of financial support sustained as a result of the veteran's service-connected death. Eligible dependents are listed as follows:

1. Widow or widower, who must have been married for 1 year or more or for any period of time if a child was born of or before the marriage.
2. Children under the age of 18, and in some cases (attending DVA approved schools) up to age 23.
3. Parents, according to their income.

To determine eligibility criteria, refer to the following sources:

- *Retention Team Manual*, which your command's career counselor (CCC) should have.
- *The Federal Benefits for Veterans and Dependents*, Pamphlet 80-93-1, which can be ordered through the normal supply system.
- *Summary of Department of Veterans Affairs Benefits*, VA Pamphlet 27-82-2, which can be obtained from the regional Department of Veterans Affairs Office.

## SOCIAL SECURITY

Title IV of the Servicemen's and Veterans' Survivor Benefit Act, Public Law 881, 84th Congress, provides wage credits for active military service toward Social Security benefits. Under this Act, on or after 1 January 1957, all members of the Armed Services of the United States performing active duty, annual training, including Midshipmen at the Naval Academy and NROTC Midshipmen and Contract Students during such period when they are ordered to annual training (summer cruises), come under the contributory coverage provisions of the Social Security System.

Retired members are entitled to both full retired/retainer pay and the full social security pension they have earned under this Act. However, retired military members who combine their military service with civil service to qualify for a Civil Service retirement will lose a portion of their military retirement pay.



## SUMMARY

If a member of the Armed Forces becomes disabled or dies after retirement, he or she and his/her dependents may be eligible for Social Security Benefits. Benefits in varying amounts are payable if the contributor is fully insured, currently insured, or meets the requirements for disability benefits. Refer to the glossary of this training manual to help you understand the definition of the terms *fully insured* and *currently insured*.

For additional information, you should refer to Article 6230100 of the MILPERSMAN or contact the local Social Security Administration office.

### **SURVIVOR BENEFIT PLAN (SBP)**

The SBP was enacted 21 September 1972, to provide benefits to survivors of retired and retirement-eligible military personnel. The program has been greatly improved since its enactment through numerous legislative amendments. Active duty military personnel who have completed 20 or more years of service are covered by the plan at no cost while on active duty. Upon transfer to the Fleet Reserve or Retired List, SBP coverage is automatically extended to cover all eligible dependents unless the member specifically declines coverage, with the written concurrence of his/her spouse, before the date of transfer or retirement.

Refer to the *Survivor Benefits, including the Retired Serviceman's Family Protection Plan (RSFPP) (10 USC 1431 et seq.)* and the *Survivor Benefit Plan (SBP) (Title 10 USC section 1447 et seq.)*, as amended, NAVMILPERSCOMINST 1750.2, for additional information concerning the Survivor Benefit Plan.

This chapter discussed the Naval Reserve, particularly its organization, the Military Service Obligation, the benefits of being in the Naval Reserve, and retirement. Also discussed was the purpose of the Training and Administration of Reserves Program. This chapter also discussed some of the Incentive Programs available to Navy enlisted personnel, which are the Selective Conversion and Reenlistment (SCORE) Program, Recruiting Selective Conversion and Reenlistment (RESCORE) Program, Selective Training and Reenlistment (STAR) Program, and the Guaranteed Assignment Retention Detailing (GUARD III) program. This chapter also discussed pre-separation counseling, and within this section the chapter once again emphasized military obligation, discussed Naval Reserve affiliation of discharged personnel, the wearing of the uniform after discharge, dependents' travel and shipment of household goods, discussed information to provide separates in case they have questions concerning service and pay status while on inactive duty, restrictions imposed on possession of handguns upon separation, and the health care insurance coverage for members being separated from active duty. This chapter also discussed the separation of enlisted personnel, and within this section, the chapter discussed the importance of verifying the enlisted service record before a member separates, the pre-separation interview, discussed what a command must do if a member has or has had access to classified material, discussed the responsibility of a command to acknowledge a member's service before that member is transferred for separation. Additionally, this chapter discussed the Fleet Reserve and the Retired List, the Purpose of the Navy Retired/Retainer Pay Data Form, NAVCOMPT Form 2272, some of the Veterans' Benefits and the Survivor Benefit Plan.



